

## **Privacy Act Systems of Record Notices (SORNs)**

If records in the possession of NIH (or a contractor working on our behalf) are stored in a paper or electronic record system designed (i.e., engineered/structured) to retrieve records about a person by the individual's name or a unique identifier assigned to them, those records are subject to the Privacy Act of 1974, as amended.

Records subject to the Privacy Act must be covered by a Systems of Record Notice (SORN). There are three (3) types of SOR (or System) Notices that we use to cover NIH records.

### **Internal System of Record Notices (e.g., NIH, HHS):**

- Owned by each federal agency to cover their internal records;
- Often referred to as “umbrella” notices;
- NIH SORNs are numbered 09-25-xxxx;
- HHS SORNs are numbered 09-90-xxxx.

### **Government System of Record Notices (e.g., EEOC, FEMA, GSA, OGE, OPM):**

- Federal agencies may use the notices to cover government-wide record systems;
- Physical records belong to the respective federal agency;
- OPM still retains some authority over the records (e.g., during an appeal process);
- GOV SORNs are numbered GOVT-1, 2, etc.

### **Central System of Record Notices (e.g., OPM):**

- Owned by OPM who maintains full responsibility for the records;
- Federal agencies are permitted to maintain copies of the records;
- OPM SORNs are numbered CENTRAL-1, 2, etc.

If one of the following SORNs does not adequately cover records being collected, stored, maintained or disseminated by NIH, please contact the Office of the Senior Official for Privacy at (301) 451-3426 or via email at [privacy@mail.nih.gov](mailto:privacy@mail.nih.gov) so that we may work with you to put one in place.

Listed below are the Privacy Act System Notices most commonly referenced within NIH.

### **NIH System Notices**

With the exception of 09-25-0165, 09-25-0217 and 09-25-0223 listed below, these internal SORNs were last published in the *Federal Register* on September 26, 2002 (Vol. 67, No. 187, Pages 60742-60784):

09-25-0005, Administration: Library Operations and NIH Library User I.D. File, HHS/NIH  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0005.htm>

09-25-0007, Administration: NIH Safety Glasses Issuance Program, HHS/NIH/ORS  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0007.htm>

09-25-0011, Clinical Research: Blood Donor Records, HHS/NIH/CC  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0011.htm>

09-25-0012, Clinical Research: Candidate Healthy Volunteer Records, HHS/NIH/CC  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0012.htm>

09-25-0014, Clinical Research: Student Records, HHS/NIH/OD/OIR/OE  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0014.htm>

09-25-0033, International Activities: Fellowships Awarded by Foreign Organizations, HHS/NIH/FIC  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0033.htm>

09-25-0034, International Activities: Scholars-in-Residence Program, HHS/NIH/FIC  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0034.htm>

09-25-0036, Extramural Awards and Chartered Advisory Committees (IMPAC 2), Contract Information (DCIS), and Cooperative Agreement Information, HHS/NIH  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0036.htm>

09-25-0041, Research Resources: Scientists Requesting Hormone Distribution, HHS/NIH/NIDDK  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0041.htm>

09-25-0054, Administration: Property Accounting (Card Key System) HHS/NIH/ORS  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0054.htm>

09-25-0078, Administration: Consultant File, HHS/NIH/NHLBI  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0078.htm>

09-25-0087, Administration: Senior Staff, HHS/NIH/NIAID  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0087.htm>

09-25-0099, Clinical Research: Patient Medical Records, HHS/NIH/CC  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0099.htm>

09-25-0105, Administration: Health Records of Employees, Visiting Scientists, Fellows, and Others Who Receive Medical Care Through the Employee Health Unit, HHS/NIH/ORS  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0105.htm>

09-25-0106, Administration: Office of the NIH Director and Institute/Center Correspondence Records, HHS/NIH/OD

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0106.htm>

09-25-0108, Personnel: Guest Researchers, Special Volunteers, and Scientists Emeriti, HHS/NIH/OHRM

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0108.htm>

09-25-0115, Administration: Curricula Vitae of Consultants and Clinical Investigators, HHS/NIH/NIAID

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0115.htm>

09-25-0118, Contracts: Professional Services Contractors, HHS/NIH/NCI

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0118.htm>

09-25-0121, International Activities: Senior International Fellowships Program, HHS/NIH/FIC

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0121.htm>

09-25-0124, Administration: Pharmacology Research Associates, HHS/NIH/NIGMS

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0124.htm>

09-25-0140, International Activities: International Scientific Researchers in Intramural Laboratories at the National Institutes of Health, HHS/NIH/FIC/ORS/DIRS

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0140.htm>

09-25-0156, Records of Participants in Programs and Respondents in Surveys Used to Evaluate Programs of the Public Health Service, HHS/PHS/NIH/OD

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0156.htm>

09-25-0158, Administration: Records of Applicants and Awardees of the NIH Intramural Research Training Awards Program, HHS/NIH/OD/OIR/OE

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0158.htm>

09-25-0160, United States Renal Data System (USRDS), HHS/NIH/NIDDK

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0160.htm>

09-25-0165, National Institutes of Health (NIH) Office of Loan Repayment and Scholarship (OLRS) Records System, HHS/NIH/OD

Published in the Federal Register on February 8, 2002 (Vol. 67, No. 27, Pages 6043-6048)

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0165.htm>

09-25-0166, Administration: Radiation and Occupational Safety and Health Management Information Systems, HHS/NIH/ORS

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0166.htm>

09-25-0167, National Institutes of Health (NIH) TRANSHARE Program, HHS/NIH/OD

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0167.htm>

09-25-0168, Invention, Patent, and Licensing Documents Submitted to the Public Health Service by its Employees, Grantees, Fellowship Recipients, and Contractors, HHS/NIH/OD  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0168.htm>

09-25-0169, Medical Staff-Credentials Files, HHS/NIH/CC  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0169.htm>

09-25-0200, Clinical, Basic and Population-based Research Studies of the National Institutes of Health (NIH), HHS/NIH/OD  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0200.htm>

09-25-0202, Patient Records on PHS Beneficiaries (1935-1974) and Civilly Committed Drug Abusers (1967-1976) Treated at the PHS Hospitals in Fort Worth, Texas, or Lexington, Kentucky, HHS/NIH/NIDA  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0202.htm>

09-25-0203, National Institute on Drug Abuse, Intramural Research Program, Federal Prisoner and Non-Prisoner Research Files, HHS/NIH/NIDA  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0203.htm>

09-25-0207, Subject-Participants in Pharmacokinetic Studies on Drugs of Abuse and on Treatment Medications, HHS/NIH/NIDA  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0207.htm>

09-25-0208, Drug Abuse Treatment Outcome Study (DATOS), HHS/NIH/NIDA  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0208.htm>

09-25-0209, Subject-Participants in Drug Abuse Research Studies on Drug Dependence and in Research Supporting Investigational New Drug and New Drug Applications, HHS/NIH/NIDA  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0209.htm>

09-25-0210, Shipment Records of Drugs of Abuse to Authorized Researchers, HHS/NIH/NIDA  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0210.htm>

09-25-0211, Intramural Research Program Records of In-and Out-Patients with Various Types of Alcohol Abuse and Dependence, Relatives of Patients with Alcoholism, and Healthy Volunteers, HHS/NIH/NIAAA  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0211.htm>

09-25-0213, Administration: Employee Conduct Investigative Records, HHS/NIH/OD/OM/OA/OMA  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0213.htm>

09-25-0216, Administration: NIH Electronic Directory, HHS/NIH  
<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0216.htm>

09-25-0217, NIH Business System (NBS), HHS/NIH  
Published in the Federal Register on August 22, 2002 (Vol. 67, No. 163, Pages 54441-54444)

<https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0217.htm>

09-25-0223, NIH Records Related to Research Misconduct Proceedings, HHS/NIH  
Published in the Federal Register on August 28, 2012 (Vol. 77, No. 167, Pages 52043-52047)

[https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0223 Current NIH Research Misconduct.pdf](https://oma.od.nih.gov/forms/Privacy%20Documents/PAfiles/0223%20Current%20NIH%20Research%20Misconduct.pdf)

### **HHS System Notices**

09-90-0005, Safety Management Information System (HHS Accident, Injury and Illness Reporting System), HHS/OS/ASMB/OFE/OSOH

<http://www.hhs.gov/foia/privacy/recordsnotices/09900005.html>

09-90-0009, Discrimination Complaints Records, HHS/OS/ASPER

<http://www.hhs.gov/foia/privacy/recordsnotices/09900009.html>

09-90-0010, Employee Assistance Program (EAP) Records, HHS/OS/ASAM/OHR

<http://www.hhs.gov/foia/privacy/recordsnotices/09900010.html>

09-90-0016, HHS Motor Vehicle Operator Records, HHS/OS/ASPER

<http://www.hhs.gov/foia/privacy/recordsnotices/09900016.html>

09-90-0018, Personnel Records in Operating Offices, HHS/OS/ASPER

<http://www.hhs.gov/foia/privacy/recordsnotices/09900018.html>

09-90-0020, Suitability for Employment Records, HHS/OS/ASPER (to be renamed HHS Personnel Security, and amended to be compliant with the new I.D. badge procedure under HSPD-12)

<http://www.hhs.gov/foia/privacy/recordsnotices/09900020.html>

09-90-0024, Financial Transactions of HHS Accounting and Finance Offices (to be renamed the Unified Financial Management System (UFMS))

<http://www.hhs.gov/foia/privacy/recordsnotices/09900024.html>

09-90-0028, Biographies and Photographs of HHS Officials, HHS/OS/ASPA

<http://www.hhs.gov/foia/privacy/recordsnotices/09900028.html>

09-90-0036, Employee Suggestion Program Records, HHS/OS/ASPER

<http://www.hhs.gov/foia/privacy/recordsnotices/09900036.html>

09-90-0039, National Disaster Claims Processing System

<http://www.hhs.gov/foia/privacy/recordsnotices/09900039.html>

09-90-0058, Freedom of Information Case Files and Correspondence Control Log, HHS/OS/ASPA/FOIA

<http://www.hhs.gov/foia/privacy/recordsnotices/09900058.html>

09-90-0059, Federal Advisory Committee Membership Files, HHS/OS/ASPER

<http://www.hhs.gov/foia/privacy/recordsnotices/09900059.html>

09-90-0095, Management Information System Efficiency Reporter (MISER), HHS/ASPER/OHR

<http://www.hhs.gov/foia/privacy/recordsnotices/09900095.html>

09-90-0777, Facility and Resource Access Control Records, HHS/OS (to be renamed Identification and Credentialing Issuance Station and System, HHS/OCID; will cover personal identity verification (PIV) card holders as well as short-term employees, temporary guests and visitors)

[http://www.hhs.gov/foia/privacy/recordsnotices/09900777\\_.html](http://www.hhs.gov/foia/privacy/recordsnotices/09900777_.html)

09-40-0010, Pay, Leave and Attendance Records, HHS/PSC/HRS

<http://www.hhs.gov/foia/privacy/recordsnotices/09400010.html>

### **Government-Wide System Notices**

<http://dpcl.d.defense.gov/Privacy/SORNsIndex/GovernmentWideNotices.aspx>